

AIRPORT OPERATIONS MANAGER

DEFINITION

To plan, organize, supervise, and evaluate the operation and maintenance of the airport's facilities; to provide administrative and analytical staff assistance to the Airport Director.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Airport Director.

Responsibilities include direct supervision of operations and maintenance personnel.

EXAMPLES OF DUTIES

Depending upon assignment duties may include, but are not limited to the following:

1. Assists in the development and implementation of goals, objectives, policies and priorities.
2. Assists in the preparation, administration and monitoring of the departmental budget.
3. Provides administrative and staff support to the Airport Director.
4. Plans, assigns, supervises and inspects the work of airport field personnel as it relates to the operation and maintenance of airport facilities.
5. Advises the Airport Director regarding operational activities.
6. Interprets and administers existing airport policies and procedures.
7. Recommends changes and/or new programs, policies or procedures related to airport operations, general safety, maintenance and tenant activities.

EXAMPLE OF DUTIES (continued)

8. Insures safe operation by coordinating ground operating activities and maintenance with the Federal Aviation Administration (FAA) air traffic controllers.
9. Inspects and monitors Airport facilities and grounds to preclude hazardous conditions and insure compliance with FAA regulations.
10. Coordinates Airport operations and maintenance with other City Departments and outside public and private agencies.
11. Contacts vendors and solicits bids and proposals.
12. Prepares specifications; analyzes bids; and participate in the selection of the appropriate vendor.
13. Assists in the selection of staff; supervises, trains, and evaluates assigned staff.

QUALIFICATIONS

Knowledge, Abilities, and Skills

- A. Knowledge of airport operations, maintenance, security and safety requirements.
- B. Knowledge of all phases of air traffic control procedures.
- C. Knowledge of federal, state and local rules and regulations governing airport operations.
- D. Knowledge of principles and practices of organization, administration, budget and personnel management.
- E. Knowledge of noise abatement problems and procedures.
- F. Ability to supervise, train, and evaluate assigned staff.
- G. Ability to meet and deal effectively with the public.
- H. Ability to gather data, analyze and make recommendations regarding procedures, policies and overall operations.

Knowledge Abilities and Skills (continued)

I. Ability to communicate effectively, orally and in writing.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of airport operations experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in airport management, business administration, or a related field.

License or Certificate

Possession of a valid Class III California Drivers License. Radio telephone operators license to be obtained after appointment.

PROBATIONARY PERIOD: One Year

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April 1984

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AAP GROUP: 2

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt